

Central Mail Users Guide 2008



TO CENTRAL MAIL CUSTOMERS:

This user's guide provides information to help our customers obtain the best mail service at the lowest possible cost. Please use this guide as a desk companion for mail preparation.

Our customers' automation discounts will depend upon the accuracy and proper formatting of their addresses on the mail piece. Information in this guide will help you determine your compliance, thus achieving the greatest savings.

To help with large volume mailings or obtain additional information on mail procedures, please contact Central Mail at 785-296-3231.

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CENTRAL MAIL - OVERVIEW

OFFICE LOCATION:

Docking State Office Building
915 Harrison, room B44
Topeka, KS 66612

Telephone Number: 785-296-3231

Fax Number: 785-296-6521

HOURS OF OPERATION

8:00 am to 4:30 pm daily

Window service is 8:00 am to 4:00 pm

SERVICES PROVIDED

Pickup and delivery of Interoffice Mail (building mail)

Pickup of outgoing United States Postal Service (USPS) mail

Metering/Sealing of USPS mail pieces

Bar-coding and sorting 1st Class letter mail for automation discounts

Pickup of Parcels (United Parcel Service)

Overnight Delivery Service (Refer to State Contract for service providers)

Certified, Registered, Return Receipt and Insured Mail Services

(For the Overnight Delivery Service and Certified, Registered, Return Receipt and Insured Mail Services the customer must bring the mail piece to the service window at Central Mail)

CUSTOMERS

Mail Services and Inter-office mail, which avoids postage costs, are available to all Topeka Agencies and Kansas State University, except the Board of Optometry.

CUSTOMER MAIL PREPARATION

To improve mail processing in Central Mail, please sort mail pieces into the following groups:

- **Non-metered mail:** All Inter-office envelopes, Business reply mail, any stamped mail and permit mail.
- **USPS Mail for metering:** including boxes and manila envelopes. Please record account number below last line of return address block.
 - Separate automation compatible letter mail from boxes and manila envelopes (flats) and hand written letters. Automation compatible mail must have a

machine generated address, the weight cannot exceed 2 ounces, and the envelope size must be met (See page 5).

- Letter mail should all face the same direction, flaps down and secured with rubber bands, or in a box or tray.
- Separate unsealed mail from sealed mail.
- Self-mailers must have fold on bottom of envelope and be double tabbed on top, one inch in from each side. Please use 28 pound paper for single sheet letters tri-folded, 24 pound for two sheets. If more than two sheets, please enclose an envelope.

NOTE: It is no longer necessary to separate in-state mail from out-of-state mail.

UNUSUAL VOLUME OF MAIL

Please notify us in advance if you have large volumes of mail to be picked up so Central Mail staff can bring hampers. Failure to give advance notice of large mailings could result in items not being picked up until the next day.

LATE MAIL

If you have mail that missed the last pickup schedule for your agency and you must get it in the mail, please bring it to Central Mail service window by 4:00 pm unless other arrangements have been made, however it will be mailed at the full rate.

BILLING

Central Mail recovers its costs two ways - an annual assessment bill recovering operating expenses, and a monthly bill recovering the direct cost for the mailings, such as postage and UPS expenses. Agencies receive the one-time assessment bill in the first quarter of the fiscal year. The cutoff date for the monthly bill is the nineteenth day of each month.

New customers are assigned account numbers for mailing upon their request for Central Mail Services. Customers must put their account number on all USPS and UPS mail pieces. This account number can be preprinted one line below the return address on mail envelopes.

INTER-OFFICE MAIL

Inter-office mail (building mail) is delivered to all State Agencies in the Topeka area (except for the Board of Optometry) and Kansas State University. Inter-office mail does not require postage. To assure proper delivery, please address the inter-office mail piece using the following procedures.

ADDRESSING

Agency Name	Example	Department of Admin – DISC
Addressee	Example	Director, (Name)
Address	Example	900 SW Jackson, Room 751S

Inter-office envelopes are used repeatedly for inter-office mailings. Please mark out all previous addresses and write the new address on the next available line on the face of the envelope. In the event that the addressing does not allow delivery, it is advisable that a return address be included inside the interoffice envelope.

ENCLOSURES

- **Confidential Correspondence:** Insert confidential matter into a regular envelope and seal. Please mark the envelope “Personal & Confidential” or “To be opened by Addressee only”. This envelope should then be placed in an inter-office envelope.
- **Multiple Page Correspondence:** It is preferred that correspondence, books and magazines be inserted into inter-office envelopes to facilitate handling. However, Central Mail will accept correspondence that is not in inter-office envelopes **only** when it is folded in half and tabbed on each corner of the side opposite from the fold.

INTER-OFFICE ENVELOPES

- Central Mail supplies all agencies with two sizes of inter-office envelopes: 9” x 12” and 12” x 15”.
- Customers can order replacement envelopes at the Central Mail Service Window by calling Central Mail at 296-3231, or emailing at centralmail@da.ks.gov
- Please return your overstock of inter-office envelopes to Central Mail. To return envelopes, rubber band empties together and label, “For Re-Use”. Include these envelopes with your inter-office mail for pick-up by Central Mail employees.

U. S. POSTAL SERVICE MAIL

The U.S. Postal Service has developed exact standards for the preparation of mail to facilitate automated mail processing. If these standards are not followed, our customers will pay the full postage cost for their mail piece.

POSTAGE DISCOUNT ADDRESSING REQUIREMENTS

All mail pieces must have a properly formatted machine generated address to receive postage discounts and to improve mail processing. Any piece of mail that is improperly designed or has a non-readable address (handwritten, improper spacing, etc.) will either be sent back to the agency, or if possible sent at full rate.

To maximize postage discounts and to improve service:

- Format Address Correctly (See Appendix A)
- Use the Proper Size of Envelope (See Page 5)
- Prefer Capitalization in the Address Block
- Use Standard Street Abbreviations (See Appendix C)
- Eliminate All Punctuation
- Use 2 Letter State Abbreviations (See Appendix C)

*Pay particular attention to enclosures that are designed so that the address appears in a window envelope. **If the addressed enclosure does not properly fit the window, it cannot always be read by automation equipment and cannot receive postage discounts.** Do not staple enclosures to the envelope. The staples jam equipment used to meter and sort mail.*

All mail should have a delivery address and a return address. The following format should be used to address mail:

DELIVERY ADDRESS (APPENDIX C):

- Recipient Name
- Recipient Address
- Recipient City, State and Zip Code

RETURN ADDRESS:

- Sender's Name
- Sender's Address (including Room number)
- Sender's City, State and Zip Code

Pay particular attention that the delivery street or post office box address appears on the line immediately above the city, state and zip code line.

ENVELOPES

Letter size envelopes under 2 ounces are eligible for an automation discount. Letters above 2 ounces and envelopes thicker than ¼ inch do not qualify for discounts. Full rate postage starts at \$.42.

Letter Size: To qualify as a letter size envelope

- Have a ratio of width (height) to length between 1 to 1.3 and 1 to 2.5.
- Be sealed or secured on all four edges so that they can be handled by machines.

The following dimensions must be met for automated processing by the U.S. Postal Service. *Note: manila envelopes that are 6 1/8 x 11 1/2 or smaller are eligible for automation discounts.*

- Height: 3 1/2 Min. 6 1/8 Max.
- Length: 5 Min. 11 1/2 Max.
- Thickness: .007 Min. 1/4 Max.

If the envelope is smaller than these dimensions it cannot be mailed and is subject to return.

NOTE: Maximum thickness for automated processes is 1/4"; card stock should not exceed .0095. If a letter has an inset that makes it thicker at one spot such as a clip, it is non automation mail and will go at the flat rate.

Flats (Large Envelope): Flats are envelopes larger than the maximum letter size, but not larger than 15" long by 12" high and 3/4" in thickness. Postage starts at \$.83.

Packages: Boxes, tubes, and any mail piece (letter size or flat) that does not fit into the dimensions of a letter mail or large envelope (flat). Postage starts at \$1.17.

For a complete list of postage prices visit: <http://www.usps.com/prices/pdf/not123.pdf>

International Letter Size Envelopes: Mail for delivery to foreign countries should be placed in International Envelopes. These envelopes have a **red** and **blue** border. All foreign mail except 10 business envelopes requires customs declarations forms.

Do not abbreviate international addresses. For international mail use the complete spelling of a foreign city province, or country, with the full name of the country spelled out in English. Use all capital letters on the last line of the address. Appendix A, B and C provide addressing examples of common abbreviations.

NON MAIL-ABLE ITEMS

The U.S. Postal Service will not mail non-paper items unless special packages are used by the mailer. If you have a non-standard (non-paper) item to mail, please call Central Mail.

Do not mail the following items below in letter envelopes because they will jam or damage the mailing machines. In addition, these items may seriously injure employees who operate mailroom equipment. If you need to mail these items please call Central Mail.

Lapel pins	Writing pens
Compact tapes	Floppy disks
Metal pieces	Glass parts
Produce	Chemicals

All foreign countries impose various restrictions on what can be mailed. Please check with Central Mail if you have non-standard foreign mail items.

CHANGE OF ADDRESS

The U.S. Postal Service (Topeka Office) has experienced problems with state agencies that move and do not notify postal authorities by filing a "Change of Address" card. When you move, please complete these cards, and mail them to the Topeka Post Office. Cards can be obtained from any U.S. post office.

USPS MAIL CLASSIFICATIONS AND STANDARDS

Postage costs vary based on size of envelopes, weight, contents, and speed of delivery. To maximize your postage discounts and mail processing please contact Central Mail before designing the mail piece to determine the best class of mail.

DELIVERY SERVICES

FIRST CLASS MAIL: Any mail-able matter may be mailed as First Class Mail. The following materials are considered First Class matter and **must** carry postage at First Class or Priority Mail rates:

- Price lists with written entries
- Typed materials
- Statements of account
- Personal correspondence
- Bills and invoices
- Handwritten materials
- Notices
- Certificates
- Checks
- Orders for goods/services

All mail will be sent First Class unless it is marked otherwise. If in question of the type of class or marking, please contact Central Mail.

PRIORITY MAIL: Priority Mail has a two - three day delivery service that's price starts at \$4.80 per mail piece for weights up to two pounds. There are **no discounts for priority mail**. Contact Central Mail for pricing above two pounds.

STANDARD CLASS MAIL: Standard Class Mail replaces third and fourth class mail. It has two categories - Standard and Package Services.

Standard (Presorted Standard) replaced Third Class mail. Most regulations remain the same, except that to receive automation discounts, mail must meet automation and move update standards. Contact Central Mail for pricing and standards.

The following is considered Standard mail (formerly Third Class):

Circulars	Catalogs
Booklets	Newsletters
Merchandise	Product Samples
Photographs	Printed Matter

Package Services replaces Fourth Class Mail. Contact Central Mail for correct markings.

The following is considered Package Services:

Packages or Parcels	Sound Recordings
Library Materials	Merchandise
Books (media)	Films

Bound Printed

ACCOUNTABLE MAIL: Accountable Mail is a term used by the U.S. Postal Service for all Certified, Registered, and Insured mail. All accountable mail must be taken to Central Mail's service window so that the mail piece can be properly prepared and given directly to USPS.

Certified Mail: Provides you with a mailing receipt and a record of delivery. These records are kept by the recipient's post office. A return receipt which proves delivery can be obtained for an additional fee. Certified mail service is available only for First Class mail. No insurance coverage is provided. A numbered "certified mail" label and completed receipt must be attached to the envelope.

Registered Mail: Registered mail is designed to provide added protection for valuable mail. Postage insurance may be purchased to cover articles valued up to \$25,000. Registered mail is the most secure mail the U.S. Postal Service offers. When an item is sent by registered mail, the U.S. Postal Office tracks its location at every step of the delivery process. Return receipt and restricted delivery services are available for additional fees.

Return Receipts: A return receipt is your proof of delivery. It is available for insured mail, certified, mail, registered mail, and domestic express mail. The return receipt identifies the article number, who signed for it, and the date it was delivered.

Insured Mail: If mail is insured, you will be reimbursed for contents that have been lost, rifled or damaged. You can buy insurance up to \$500 for Standard mail. Insurance is also available for merchandise mailed at the Priority Mail or First Class Mail rates.

OVERNIGHT SERVICES: For overnight services, Central Mail will use state contract Vendor Services.

INTERNATIONAL MAIL: Most items are mail-able to foreign countries. However, there are certain restrictions. Therefore, it is important for mailers to contact Central Mail to determine the proper classification and documentation that may be required for customs declarations. Please indicate that it is foreign mail and keep it separate from other mail.

If customs regulations are not followed and documentation is incomplete, the item will be impounded by customs until the addressee arranges for clearance and pay any fines

OTHER PACKAGES AND PARCEL SERVICES:

United Parcel Service (UPS), FedEx Ground, DHL

- Parcels sent by UPS, FedEx, Ground, DHL can be forwarded to Central Mail through inter-office mail. Please notify Central Mail in advance if you have large parcels or large volumes of mail that will need to be picked up so that Central Mail staff can bring a hamper to pick up the mail. Failure to give advance notice to Central Mail of large

mailings or items could result in the items not being picked up until the next day.

- An address label for each box and each destination must accompany the material. Please insure the address includes a deliverable street number. NO P.O Boxes allowed for package/parcel services.
- UPS covers the first \$100.00 insurance. If more insurance is needed, do not write the extra insurance amount on the package or box. Write a note and tape it securely to the package or box. Other carriers have insurance also; call Central Mail for additional details.

CENTRAL MAIL SPECIAL SERVICES

The following types of service are currently available in Central Mail.

SEALING: Central Mail has equipment to automatically seal standard (letter) size a gummed envelope as postage is put on the envelopes. If you wish Central Mail to seal your letters, leave the flaps down, and then secure the contents of the envelopes with an elastic band. Central Mails machines do not seal flats. For this reason, please seal flats (manila envelopes) before Central Mail receives them.

BAR-CODING AND SORTING MAIL

To qualify for postage discounts, the mail piece must be bar-coded. Maximum barcode postage discounts are obtained when bar-coded mail pieces are sorted by zip code. To maximize barcode postage discounts, Central Mail has purchased bar-coding equipment to bar-code and sort the mail within the USPS standards. If the mail piece has a correct address and the address is properly formatted and readable by the machine, it will qualify for a barcode discount. Handwritten mail is not readable and will not qualify for discounts.

PRE-METERED MAIL

Central Mail will pre-meter envelopes for large mailings. Customers should submit a sample mail piece for determining the correct postage and the date for the mailing. Please call Central Mail before processing to obtain details on this service.

RETURN ENVELOPES WITH PRE-PAID POSTAGE

For return envelopes that require postage with no date on the meter stamp please submit a sample return mail piece for determining the correct postage. USPS regulations require that the following be printed one line above the address block:

**NO POSTAGE STAMP NECESSARY
RETURN POSTAGE HAS BEEN PREPAID BY**

The USPS is now requiring that all return envelopes have pre-printed bar-codes and sorting marks. The USPS will supply you with the artwork needed. Customers interested in these services should contact Central Mail for details.

MISCELLANEOUS

PERSONAL MAIL: Central Mail does not pick up employees' **personal** mail for delivery to the U.S. Postal Service.

LARGE MAILINGS: Before planning large, specialized mailings, please contact the Central Mail Supervisor. This person can assist you in planning cost effective, efficient, and timely mailings. Sufficient advance notice is needed by the Central Mail staff to effectively handle and process large or specialized mailings.

MAILING LISTS: Central Mail does not maintain mailing lists.

PICK UP AND DROP OFF SCHEDULE:

TIME	BUILDING	AGENCY	ADDRESS	ROOM
8:00AM	Judicial Building	Supreme Court	301 SW 10th	
	Memorial Building	Attorney General	120 W 10th	200
		Secretary Of State	120 W 10th	100
	Mercantile Bank	Legislative Post Audit	800 SW Jackson	1200
	Jayhawk Walk	Juvenile Justice	714 SW Jackson	300
		Indigent Defense	714 SW Jackson	200
		Cosmetology	714 SW Jackson	100
		Animal Health	708 SW Jackson	100
	Jayhawk Towers	Real Estate Appraisal	700 SW Jackson	1100
		Arts Commission		1004
		Board Of Barbering		1002
		Mortuary Arts		904
		Appellate Defender		900
		Veterans Commission		701
		Fire Marshal		600
		Ombudsman for Corrections		503
		Sentencing Commission		501
		Highway Patrol/Personnel		500
		Banking/Consumer Credit		300
	Highway Patrol		122 SW 7th	
	KPERS Building	Highway Patrol	611 SW Kansas	301
		Housing	611 SW Kansas	300
		KPERS	611 SW Kansas	200
		Highway Patrol	611 SW Kansas	100
9:30AM				
	KBI		1620 SW Tyler	

TIME	BUILDING	AGENCY	ADDRESS	ROOM
	Department of Education		120 E 10th	
	Mills Building	Governmental Ethics	109 SW 9th	504
		Conservation Commission		500
		Department of Agriculture		300
		Agriculture/Water Resources		200
		Water Office		100
	Insurance Department		420 SW 9th	
10:00AM				
	Landon State Office Building		900 SW Jackson	
	Upper Run-Agency	Room	Lower Run-Agency	Room
	Facilities Management	600	DISC	751
	BDAS-Tech Support	703	Purchasing-Pickup only	651
	EMS	1061	Human Rights Commission	551
	Long Term Care Ombudsman	1051	Dental Board	564
	Board of Nursing	1041	Board of Accountancy	556
	Health Policy and Finance	900	Board of Pharmacy	513
	Accounts & Reports	351	Technical Professions	507
	DofA Personnel Office	251	Budget	504
	Personnel	252	Department of Corrections	400
	DISC Warehouse	152	Gov. Federal Grants	304
	DofA Legal	107	State Treasurer/Pooled Money	201
			Purchases	102
			African American Affairs	101
			Hispanic Latino Affairs	100
	Curtis State Office Building	Board of Regents	1000 SW Jackson	520
		Secretary of Administration	1000 SW Jackson	500
		Department of Commerce	1000 SW Jackson	100
		Health and Environment	1000 SW Jackson	B
10:45AM	DDRS		29th & Fairlawn	
TIME	BUILDING	AGENCY	ADDRESS	ROOM
	SRS Warehouse		406 Jefferson	
12:30PM	Department of Education		120 SE 10th	
12:45PM	Judicial Building		301 SW 10th	
	Memorial Building		120 W 10th	
	Jayhawk Towers		700 SW Jackson	
	Highway Patrol		122 SW 7th	

	Animal Health		Anchor Savings, 4th	
	Jayhawk Walk		714 Jackson	
	KPERS		611 SW Kansas	
	Highway Patrol		611 SW Kansas	
2:00PM	KBI		1620 SW Tyler	
	Mills Building		109 SW 9th	
	Legislative Post Audit		800 Jackson	1200
	Insurance Department		420 SW 9th	
2:30PM	Landon State Office Building		900 SW Jackson	
	Curtis State Office Building		1000 SW Jackson	
8:20AM	Incoming Pickup/Delivery		USPS	
		Purchasing		
		Health Policy		
		Self-Insurance		
		A & R/Set-Off		
		Governor		
		DSOB		
9:30AM	Adjutant General		2800 SW Topeka	
	Administrative Hearings		1020 SW Kansas	
	Wildlife and Parks		1020 SW Kansas	
	Behavioral Science		712 SW Kansas	
	Securities Commissioner		618 SW Kansas	
	Real Estate Commission		120 E 6th	200
	Kansas Lottery		128 N Kansas	
	Department on Aging		503 SW Kansas	100
10:30AM	Cedar Crest		1 Cedar Crest Dr	
TIME	BUILDING	AGENCY	ADDRESS	ROOM
	Historical Society		6425 SW 6th	
	KCC/ Motor Carriers		1500 SW Arrowhead	
1:00PM	Parole Office		1430 SW Topeka	
	Adjutant General		2800 SW Topeka	
	Weights & Measures	On Call	Forbes Bldg 282	
	Kansas Corporation Commission		1500 SW Arrowhead	
	Real Estate Appraisal Board		1100 Wanamaker	

	Historical Society/Museum		6425 SW 6th	
	Wildlife and Parks		300 Wanamaker	
	Federal Surplus		Kanza Ave	
	State Surplus		Kanza Ave	
	Board of Healing Arts		235 SW Topeka	
2:30PM	Certified Mail	USPS	5th and Kansas	
8:20AM	Incoming Pickup/Delivery		USPS	
	Board of Healing Arts		235 SW Topeka	
	KDFA		Amvestors	
	KTEC		214 SW 6	
	Kansas Inc.		632 SW Van Buren	100
	Health Care Stabilization Fund		300 SW 8th	2nd
	Racing and Gaming		320 W 6th	300
	ING		400 SW 8th	
	SRS-Checks	A&R	900 SW Jackson	251
10:00AM	Capitol Building		300 SW 10th	
1:00PM	KU Complex			
	Securities Commission		618 SW Kansas	
	Racing and Gaming		320 W 6th	300
	Real Estate		120 SW 6th	200
	KDFA		Amvestors	
	Capitol Coordinator		112 SW 6th	302
	KTEC		214 SW 6th	
	Small Business		214 SW 6th, 2nd Floor	
	Kansas Inc.		632 SW Van Buren	
	Department of Agriculture, Stats.		632 SW Van Buren, 2nd	
TIME	BUILDING	AGENCY	ADDRESS	ROOM
	Health Care Stabilization		300 SW 8th	
	Public Defender		701 SW Jackson	300
	Gaming		701 SW Jackson	200
	Disability Administration		701 SW Jackson	100
	Kansas INK		534 S Kansas	
	Credit Unions		400 SW Kansas	
	Department on Aging		503 SW Kansas	100
	Behavioral Sciences		712 SW Kansas	100
	Wildlife and Parks		1020 SW Kansas	200
	Administrative Hearings		1020 SW Kansas	100
	Department of Education		120 E 10th	
First Run: 10:00 AM				

Second Run: 3:00 PM				
First	Capitol Building	Tour Guides/Information	300 SW 10th	Rotunda
		Revisor of Statutes	300 SW 10th	010-E
		News Room	300 SW 10th	047-E
		Legislative Computer Services	300 SW 10th	057-W
		Legislative Research	300 SW 10th	010-W
Fifth		Legislative Services	300 SW 10th	511-S
Third		State Library	300 SW 10th	343-N
		Speaker Pro-Tem	300 SW 10th	330-N
		House Speaker	300 SW 10th	390-W
		House Majority Leader	300 SW 10th	384-W
		House Minority Leader	300 SW 10th	327-S
		Secretary of Senate	300 SW 10th	Chambers
		Senate Majority Leader	300 SW 10th	390-E
		Senate Pres. & Vice Pres.	300 SW 10th	371-E
		Senate Minority Leader	300 SW 10th	347-N
Second		Governor Chief of Staff	300 SW 10th	234-N
		Lt. Governor	300 SW 10th	231-N
		Chief Clerk	300 SW 10th	203-N
		Governor Staff	300 SW 10th	221-W
		Governor Main Office	300 SW 10th	245-N
10:00AM	Docking State Office Building	Tax Appeals	915 SW Harrison	4th
		CASP	915 SW Harrison	106
3:00PM	Docking State Office Building	Tax Appeals	915 SW Harrison	4th
		CASP	915 SW Harrison	106

APPENDIX A - ADDRESS FORMATTING

B-1

Readability

An automation readable mail piece is defined as one that contains an accurate, correctly formatted, complete address or ZIP+4 barcode and is readable on an optical character reader (OCR) and/or a barcode sorter (BCS). The barcode, whether pre-applied or printed via an OCR, should reflect the ZIP+4 code that permits the finest level of sort for each mail piece.

The recommended address format is shown in the illustration below. For additional information on designing mail for OCR/BCS readability, we suggest you obtain a current copy of Publication 25, *A Guide to Business Mail Preparation*, and Notice 221, *Addressing for Success*, from your local post office marketing and communications office.

Addresses should be typewritten or machine printed in dark ink on a light background using uppercase letters. Except for the hyphen in the ZIP+4 code, all punctuation should be omitted. All lines of the address should be formatted with a uniform left margin. When using a foreign address, always place the country name by itself on the last line. (See sample address types.)

Address characters must not touch and should be equally spaced. All lines of the address should be parallel to the bottom of the envelope. Be sure to include all pertinent information such as the apartment, floor, suite numbers, and directional codes.

The entire address should be contained in an imaginary rectangle (see illustration) that extends from 5/8" to 2 3/4" from the bottom of the mail piece, with 1" margin on each side.

The barcode clear area, 5/8" from the bottom and 4 1/2" from the right edge of the mail piece (see illustration), is the area where a barcode is printed by an OCR. This area should be clear of all extraneous (non-address) information. If you pre-apply a barcode please put it on the top line of the address block.

Extraneous (non-address) printing that appears in this rectangle should be positioned above the delivery address line and as far away from the address block as possible.

Appendix A - Address Formatting

B-1

ADDRESS TYPES

NonAddress Data Line	-----	XXXXXXXXXXXXX
Information/Attention Line	-----	MR STANLEY DOE
Recipient Line	-----	LAST NATIONAL BANK
Delivery Address Line	-----	PO BOX 345
Last Line	-----	NEW YORK NY 101630345

Key

MR JAMES F JONES
4417 BROOKS SST NE
WASHINGTON DC 2200194649

Individual

H E BROWN
RR 3 BOX 9
CANTON OH 447309821

Rural Route

LAW DEPARTMENT
US POSTAL SERVICE
475 LENFANT PLAZA SW RM 6627
WASHINGTON DC 202601120

Attention Line

B G LIGHT CO
HC 2 BOX 289A
DULUTH MN 558118702

Highway Contract

ACME INSURANCE CO
CAAREW TOWERS
300 E MAIN ST RM 1121
MEMPHIS TN 381661121

Building

MISS JANICE SMITH
PO BOX 94
DULUTH MN 558030034

Post Office Box

PVT WILLARD J SMITH
COMPANY F
167TH INFANTRY REGT
APO NEW YORK NY 098011087

Military

CRPS 03672
MR S ONEILL PRES
SEAN ONEILL INC
4321 MAPLE ST
OAKTON MD 123456789

NonAddress Data

APPENDIX C - USPS STANDARD ABBREVIATIONS C-1

General

Use the abbreviations listed below when addressing mail. By using the two-letter state abbreviations, it is possible to enter city, state, five-digit ZIP Code (or ZIP + 4 code) on the last line of address within 28 positions when necessary: 13 positions for city, 1 space between city and state abbreviation, 2 positions for state, 2 spaces (preferred) between state and ZIP Code, and 10 positions for ZIP + 4 code.

Abbreviations

Alabama.....	AL	North Dakota	ND
Alaska.....	AK	Northern Mariana Islands.....	MP
American Samoa	AS	Ohio.....	OH
Arizona	AZ	Oklahoma	OK
Arkansas.....	AR	Oregon	OR
California.....	CA	Palau	PW
Colorado	CO	Pennsylvania	PA
Connecticut.....	CT	Puerto Rico.....	PR
Delaware.....	DE	Rhode Island	RI
District of Columbia.....	DC	South Carolina.....	SC
Federated States of Micronesia	FM	South Dakota.....	SD
Florida.....	FL	Tennessee.....	TN
Georgia.....	GA	Texas	TX
Guam.....	GU	Utah.....	UT
Hawaii.....	HI	Vermont.....	VT
Idaho.....	ID	Virginia	VA
Illinois.....	IL	Virgin Islands	VI
Indiana.....	IN	Washington	WA
Iowa	IA	West Virginia	WV
Kansas.....	KS	Wisconsin	WI
Kentucky	KY	Wyoming	WY
Louisiana	LA		
Maine.....	ME	Geographic Directional	
Marshall Islands	MH	North	N
Maryland.....	MD	East.....	E
Massachusetts.....	MA	South.....	S
Michigan	MI	West.....	W
Minnesota	MN	Northeast.....	NE
Mississippi	MS	Southeast	SE
Missouri	MO	Southwest.....	SW
Montana.....	MT	Northwest	NW
Nebraska	NE	Regional Abbreviations	
Nevada	NV	All Regions	NATL
New Hampshire	NH	Central Region.....	CR
New Jersey	NJ	Eastern Region.....	ER
New Mexico	NM	Northeast Region.....	NE
New York	NY	Southern Region.....	SR
North Carolina.....	NC	Western Region.....	WR

Appendix C - USPS Standard Abbreviations

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Suffix Forms

The following table lists some suffix forms that may appear in address files. The corresponding official USPS suffix (as coded in the ZIP + 4 National Directory File) is shown in the adjacent column.

Street Suffix or Suffix Abbrev.	USPS Suffix Abbrev.	Street Suffix or Suffix Abbrev.	USPS Suffix Abbrev.	Street Suffix or Suffix Abbrev.	USPS Suffix Abbrev.
ALLEE	ALY	BOTTOM	BTM	CENTERS	CTR
ALLEY	ALY	BOUL	BLVD	CENTR	CTR
ALLY	ALY	BOULEVARD	BLVD	CIR	CIR
ALY	ALY	BOULV	BLVD	CIRC	CIR
ANEX	ANX	BR	BR	CIRCL	CIR
ANNEX	ANX	BRANCH	BR	CIRCLE	CIR
ANNX	ANX	BRDGE	BRG	CIRCLES	CIR
ANX	ANX	BRG	BRG	CLB	CLB
ARC	ARC	BRIDGE	BRG	CLF	CLFS
ARCADE	ARC	BRK	BRK	CLFS	CLFS
AV	AVE	BRNCH	BR	CLIFF	CLFS
AVE	AVE	BROOK	BRK	CLIFFS	CLFS
AVEN	AVE	BROOKS	BRK	CLUB	CLB
AVENU	AVE	BTM	BTM	CMP	CP
AVENUE	AVE	BURG	BG	CNTER	CTR
AVN	AVE	BURGS	BG	CNTR	CTR
AVNUE	AVE	BYP	BYP	CNYN	CYN
BAYOO	BYU	BYPA	BYP	COR	COR
BAYOU	BYU	BYPAS	BYP	CORNER	COR
BCH	BCH	BYPASS	BYP	CORNERS	CORS
BEACH	BCH	BYPS	BYP	CORS	CORS
BEND	BND	BYU	BYU	COURSE	CRSE
BG	BG	CAMP	CP	COURT	CT
BLF	BLF	CANYN	CYN	COURTS	CTS
BLUF	BLF	CANYON	CYN	COVE	CV
BLUFF	BLF	CAPE	CPE	COVES	CV
BLUFFS	BLF	CAUSEWAY	CSWY	CP	CP
BLVD	BLVD	CAUSWAY	CSWY	CPE	CPE
BND	BND	CEN	CTR	CRCL	CIR
BOT	BTM	CENT	CTR	CRCLE	CIR
BOTTM	BTM	CENTER	CTR	CRECENT	CRES

Appendix C - USPS Standard Abbreviations

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Suffix Forms (continued)

Street Suffix or Suffix <u>Abbrev.</u>	USPS Suffix <u>Abbrev.</u>
CREEK	CRK
CRES	CRES
CRESCENT	CRES
CRESENT	CRES
CRK	CRK
CROSSING	XING
CRSCNT	CRES
CRSE	CRSE
CRSENT	CRES
CRSNT	CRES
CRSSING	XING
CSWY	CSWY
CT	CT
CTR	CTR
CTS	CTS
CV	CV
CYN	CYN
DALE	DL
DAM	DM
DIV	DV
DIVIDE	DV
DL	DL
DM	DM
DR	DR
DRIV	DR
DRIVE	DR
DRIVES	DR
DRV	DR
DV	DV
DVD	DV
EST	EST
ESTATE	EST
ESTATES	EST
ESTS	EST
EXP	EXPY
EXPR	EXPY
EXPRESS	EXPY
EXPRESSWAY	EXPY
EXPW	EXPY
EXPY	EXPY

Street Suffix or Suffix <u>Abbrev.</u>	USPS Suffix <u>Abbrev.</u>
EXT	EXT
EXTENSION	EXT
EXTN	EXT
EXTNSN	EXT
EXTS	EXT
FALL	FALL
FALLS	FLS
FERRY	FRY
FIELD	FLD
FIELDS	FLDS
FL	FL
FLAT	FLT
FLATS	FLT
FLD	FLD
FLDS	FLDS
FLS	FLS
FLT	FLT
FLTS	FLT
FORD	FRD
FORDS	FRD
FOREST	FRST
FORESTS	FRST
FORG	FRG
FORGE	FRG
FORGES	FRG
FORK	FRK
FORKS	FRKS
FORT	FT
FRD	FRD
FREEWAY	FWY
FREEWY	FWY
FRG	FRG
FRK	FRK
FRKS	FRKS
FRRY	FRY
FRST	FRST
FRT	FT
FRWAY	FWY
FRWY	FWY
FRY	FRY

Street Suffix or Suffix <u>Abbrev.</u>	USPS Suffix <u>Abbrev.</u>
FT	FT
FWY	FWY
GARDEN	GDNS
GARDENS	GDNS
GARDN	GDNS
GATEWAY	GTWY
GATEWY	GTWY
GATWAY	GTWY
GDN	GDN
GDNS	GDNS
GLEN	GLN
GLENS	GLN
GLN	GLN
GRDEN	GDNS
GRDN	GDNS
GRDNS	GDNS
GREEN	GRN
GREENS	GRN
GRN	GRN
GROV	GRV
GROVE	GRV
GROVES	GRV
GRV	GRV
GTWAY	GTWY
GTWY	GTWY
HARB	HBR
HARBOR	HBR
HARBORS	HBR
HARBR	HBR
HAVEN	HVN
HAVN	HVN
HBR	HBR
HEIGHT	HTS
HEIGHTS	HTS
HIGHWAY	HWY
HIGHWY	HWY
HILL	HL
HILLS	HLS
HIWAY	HWY
HIWY	HWY

Appendix C - USPS Standard Abbreviations

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Suffix Forms (continued)

Street Suffix or Suffix <u>Abbrev.</u>	USPS Suffix <u>Abbrev.</u>	Street Suffix or Suffix <u>Abbrev.</u>	USPS Suffix <u>Abbrev.</u>	Street Suffix or Suffix <u>Abbrev.</u>	USPS Suffix <u>Abbrev.</u>
HL	HL	LAKES	LKS	MNT	MT
HLLW	HOLW	LANDING	LNDG	MNTAIN	MTN
HLS	HLS	LANE	LN	MNTN	MTN
HOLLOW	HOLW	LANES	LN	MNTNS	MTN
HOLW	HOLW	LCK	LCKS	MOUNT	MT
HOLWS	HOLW	LCKS	LCKS	MOUNTAIN	MTN
HRBOR	HBR	LDG	LDG	MOUNTIN	MTN
HT	HTS	LDGE	LDG	MSN	MSN
HTS	HTS	LF	LF	MSSN	MSN
HVN	HVN	LGT	LGT	MT	MT
HWAY	HWY	LIGHT	LGT	MTIN	MTN
HWY	HWY	LIGHTS	LGT	MTN	MTN
INLET	INLT	LK	LK	NCK	NCK
INLT	INLT	LKS	LKS	NECK	NCK
IS	IS	LN	LN	ORCH	ORCH
ISLAND	IS	LNDG	LNDG	ORCHARD	ORCH
ISLANDS	ISS	LNDNG	LNDG	ORCHRD	ORCH
ISLE	ISLE	LOAF	LF	OVAL	OVAL
ISLES	ISLE	LOCK	LCKS	OVL	OVAL
ISLND	IS	LOCKS	LCKS	PARK	PARK
ISLNDG	ISS	LODG	LDG	PARKS	PARK
ISS	ISS	LODGE	LDG	PARKWAY	PKY
JCT	JCT	LOOP	LOOP	PARKWY	PKY
JCTION	JCT	LOOPS	LOOP	PASS	PASS
JCTN	JCT	MALL	MALL	PATH	PATH
JCTNS	JCT	MANOR	MNR	PATHS	PATH
JCTS	JCT	MANORS	MNR	PIKE	PIKE
JUNCTION	JCT	MDW	MDWS	PIKES	PIKE
JUNCTN	JCT	MDWS	MDWS	PINE	PNES
JUNCTON	JCT	MEADOW	MDWS	PINES	PNES
KEY	KY	MEADOWS	MDWS	PKWAY	PKY
KEYS	KY	MEDOWS	MDWS	PKWY	PKY
KNL	KNLS	MILL	ML	PKWYS	PKY
KNLS	KNLS	MILLS	MLS	PKY	PKY
KNOL	KNLS	MISSION	MSN	PL	PL
KNOLL	KNLS	MISSN	MSN	PLACE	PL
KNOLLS	KNLS	ML	ML	PLAIN	PLN
KY	KY	MLS	MLS	PLAINES	PLN
KYS	KY	MNR	MNR	PLAZA	PLZ
LAKE	LK	MNRS	MRN	PLN	PLN

Appendix C - USPS Standard Abbreviations

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Suffix Forms (continued)

Street Suffix or Suffix Abbrev.	USPS Suffix Abbrev.	Street Suffix or Suffix Abbrev.	USPS Suffix Abbrev.	Street Suffix or Suffix Abbrev.	USPS Suffix Abbrev.
PLNS	PLNS	RPD	RPDS	STRAVE	STRA
PLZ	PLZ	RPDS	RPDS	STRAVEN	STRA
PLZA	PLZ	RST	RST	STRAVENUE	STRA
PNES	PNES	RUN	RUN	STRAVN	STRA
POINT	PT	RVR	RIV	STREAM	STRM
POINTS	PT	SHL	SHL	STREET	ST
PORT	PRT	SHLS	SHLS	STREETS	ST
PORTS	PRT	SHOAL	SHL	STREME	STRM
PR	PR	SHOALS	SHLS	STRM	STRM
PRAIRIE	PR	SHOAR	SHR	STRT	ST
PRK	PARK	SHOARS	SHRS	STRVN	STRA
PRR	PR	SHORE	SHR	STRVNUE	STRA
PRT	PRT	SHORES	SHRS	SUMIT	SMT
PRTS	PRT	SHR	SHR	SUMITT	SMT
PT	PT	SHRS	SHRS	SUMMIT	SMT
PTS	PT	SMT	SMT	TER	TER
RAD	RADL	SPG	SPG	TERR	TER
RADIAL	RADL	SPGS	SPGS	TERRACE	TER
RADIEL	RADL	SPNG	SPG	TPK	TPKE
RADL	RADL	SPNGS	SPGS	TPKE	TPKE
RANCH	RNCH	SPRING	SPG	TRACE	TRCE
RANCHES	RNCH	SPRINGS	SPGS	TRACES	TRCE
RAPID	RPDS	SPRNG	SPG	TRACK	TRAK
RAPIDS	RPDS	SPRNGS	SPGS	TRACKS	TRAK
RD	RD	SPUR	SPUR	TRAFFICWAY	TRFY
RDG	RDG	SPURS	SPUR	TRAIL	TRL
RDGE	RDG	SQ	SQ	TRAILER	TRLR
RDGS	RDG	SQR	SQ	TRAILS	TRL
RDS	RD	SQRE	SQ	TRAK	TRAK
REST	RST	SQU	SQ	TRCE	TRCE
RIDGE	RDG	SQUARE	SQ	TRK	TRAK
RIDGES	RDG	SQUARES	SQ	TRKS	TRAK
RIV	RIV	ST	ST	TRL	TRL
RIVER	RIV	STA	STA	TRLR	TRLR
RIVR	RIV	STATION	STA	TRLRS	TRLR
RNCH	RNCH	STATN	STA	TRLS	TRL
RNCHS	RNCH	STN	STA	TRNPK	TPKE
ROAD	RD	STR	ST	TUNEL	TUNL
ROADS	RD	STRA	STRA	TUNL	TUNL
ROW	ROW	STRAV	STRA	TUNLS	TUNL

Appendix C - USPS Standard Abbreviations

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Suffix Forms (continued)

Street Suffix or Suffix <u>Abbrev.</u>	USPS Suffix <u>Abbrev.</u>	Street Suffix or Suffix <u>Abbrev.</u>	USPS Suffix <u>Abbrev.</u>	Street Suffix or Suffix <u>Abbrev.</u>	USPS Suffix <u>Abbrev.</u>
TUNNEL	TUNL	VIEWS	VW	VLYS	VLY
TUNNL	TUNL	VILL	VLG	VST	VIS
TURNPIKE	TPKE	VILLAG	VLG	VSTA	VIS
TURNPK	TPKE	VILLAGE	VLG	VW	VW
UN	UN	VILLE	VL	VWS	VW
UNION	UN	VILLG	VLG	WALK	WALK
UNIONS	UN	VILLIAGE	VLG	WALKS	WALK
VALLEY	VLY	VIS	VIS	WAY	WAY
VALLEYS	VLY	VIST	VIS	WAYS	WAY
VALLY	VLY	VISTA	VIS	WELL	WLS
VDCT	VIA	VL	VL	WELLS	WLS
VIA	VIA	VLG	VLG	WLS	WLS
VIADCT	VIA	VLGS	VLG	WY	WAY
VIADUCT	VIA	VLLY	VLY	XING	XING
VIEW	VW	VLY	VLY		